



CPS - Improving Contractor Evaluations

presented by:

The Office of Procurement and Property Management (OPPM),
Procurement Policy Division (PPD)

Agenda

<u>Topic</u>	<u>Page</u>
AGAR Advisory 88c	3
CPS- Contractor Performance System	4
Performance Evaluations Requirements	5
USDA CPS Process Timeline	6
Compliance Process	7
Certification for Completed Training	8
CPS Training	9

AGAR Advisory 88c

- AGAR Advisory 88c, “Contractor Performance Information and Contractor Performance System (CPS) Evaluations” was issued on January 6, 2010.
 - Complies with the Office of Management and Budget’s (OMB) Memorandum “Improving the Use of Contractor Performance Information” issued July 29, 2009.
 - Complies with FAR 42.1502 and FAR 42.1503
 - Updates guidance on the National Institutes of Health (NIH) Contractor Performance System (CPS).
 - Mandates CPS training to be completed.
- Contracting Officers, Contracting Officers Representatives, Contracting Officers Technical Representatives, and program personnel are **REQUIRED** to enter annual past performance evaluations into CPS for:
 - Every contract exceeding the Simplified Acquisition Threshold
 - Construction contracts \$550K or more
 - Contracts exceeding 18 months

Contractor Performance System

- CPS is used to input Past Performance evaluations of contractors.
- Agency's Organizational Administrator (OA) sets up CPS accounts.
- A list of agency OAs has been uploaded to the procurement website at: <http://www.da.usda.gov/procurement/toolkit/purchasingtools.htm> (If you do not know your agency's OA please contact procurement.policy@da.usda.gov)
- The CPS website login link:
<https://cps.nih.gov>
- CPS user manuals link:
<http://cps.od.nih.gov/UserManual.html>

Performance Evaluation Requirements

➤ Completed Contracts/Orders

- Initiate the evaluation process within 14 days after the contract, task order or delivery order expiration date.

➤ Interim

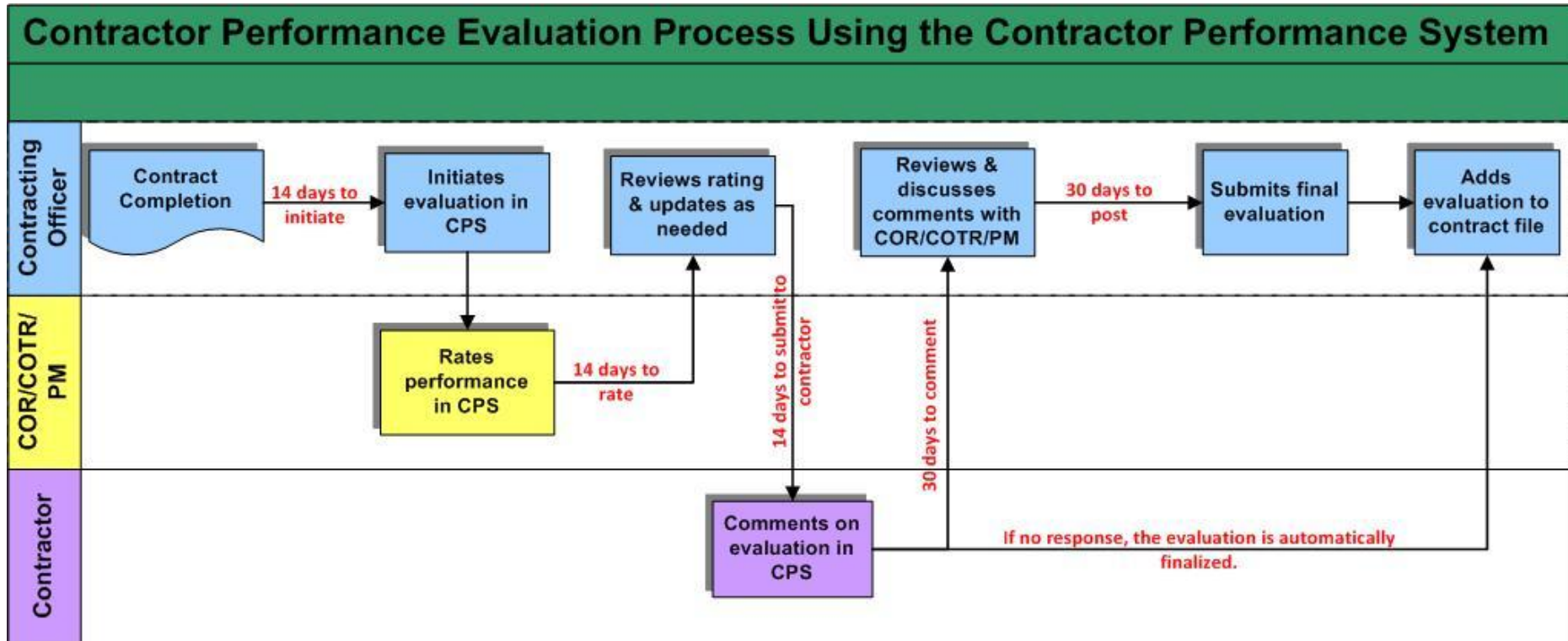
- Complete an interim assessment at least once every 12 months if contract/order exceeds 18 months

➤ Contract Options

- Conduct an interim evaluation no later than 60 days prior to the exercise of any contract or order option.

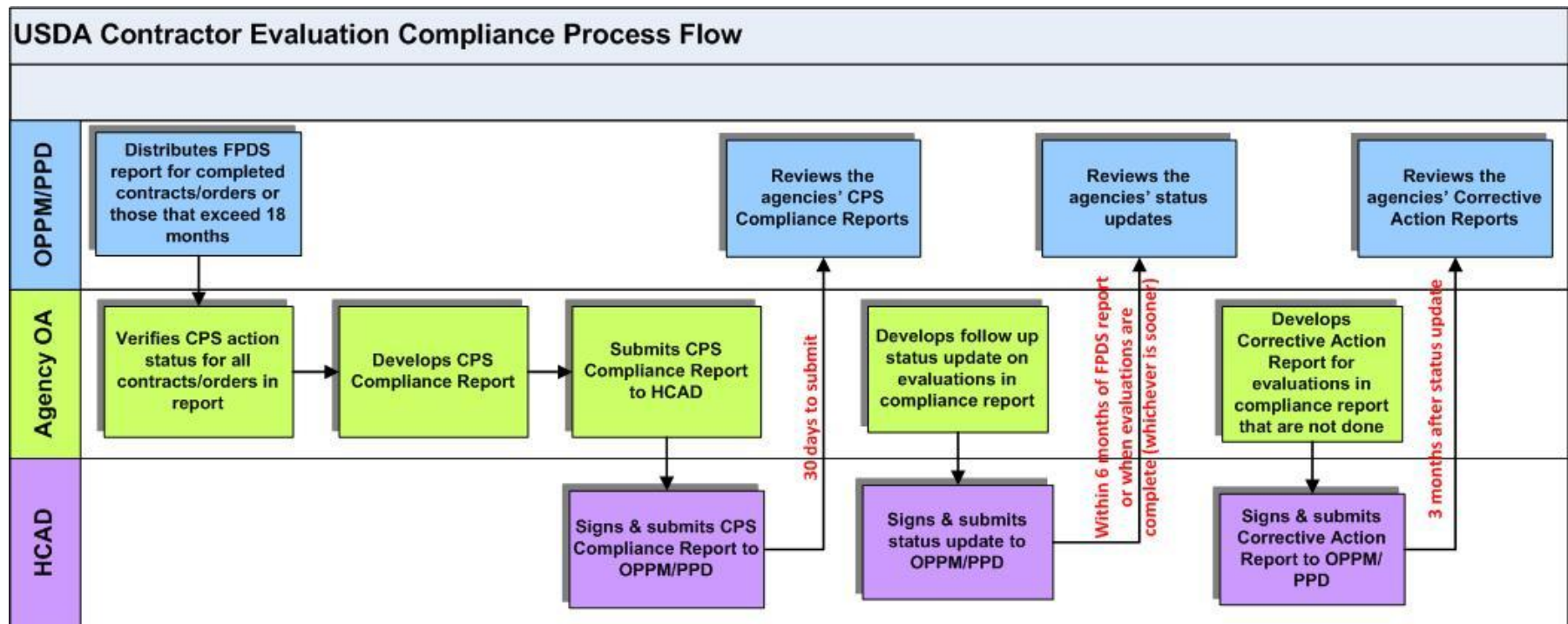
➤ Copies of all evaluations shall be maintained in the contract file.

USDA CPS Process Timeline



Compliance Process

- USDA is required to annually report contractor evaluation compliance to OMB
- OPPM/PPD will run an annual report in Federal Procurement Data System (FPDS) on applicable contracts/orders
- The following process flow demonstrates USDA's Compliance Process



Certifications for Completed Training

- PPD recommends awarding 2.5 Continuous Learning Points (CLPs) for this training.
- As individuals complete training they will be responsible for informing their OA
- OAs will maintain a list of persons who have completed training in their agency.
- On the last week of each quarter, the OAs should send their consolidated list to Ashlee Seward, Contractor for PPD, at Ashlee.Seward@da.usda.gov.
- PPD will send a consolidated list from all USDA agencies to NIH.
- Once the certificates are received by PPD, they will be mailed to OAs.

CPS Training

- The following training is supplemental guidance that is being provided to assist all agencies in meeting the obligations cited in Agar Advisory 88c.
- If you should have any questions about the training this webinar will be uploaded to the Procurement website at:
<http://www.da.usda.gov/procurement/>
- For any other questions or concerns please contact Donna Calacone by phone at (202) 205-4036 or by email at Donna.Calacone@da.usda.gov or email procurement.policy@da.usda.gov.

Thank you everyone!

